

MILPERSMAN 1320-311

PERMANENT CHANGE OF STATION (PCS) ORDERS MODIFICATION OR CANCELLATION

Responsible Office	NAVPERSCOM (PERS-451H)	Phone:	DSN	882-4198
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References	(a) NAVSO P-6034, Joint Federal Travel Regulation, Volume 1 (JFTR)
	(b) OPNAVINST 4650.15

1. **Policy**. Deviation from PCS orders must be authorized by Navy Personnel Command (NAVPERSCOM) (applicable detailer) before the action is taken by submitting a request for review. If approved, the request will be authorized by a written order modification or cancellation. Detaching commands responsible for a member's non-compliance with orders (written or verbal) will officially notify NAVPERSCOM (applicable detailer) of the circumstances involved and request an order modification.

2. **Requests**

a. All requests for modification of orders involving a change of duty which entails a delay in reporting to the new duty station, or extension of an authorized delay, will be forwarded, when practicable, for endorsement through the commanding officer (CO) of the ship or station to which the member is ordered.

(1) When this procedure would involve unusual delay, the request will be forwarded to NAVPERSCOM (applicable detailer) with a copy to the new CO for information (including the current CO's endorsement).

(2) These requests should include more information than is afforded by the routine forwarding endorsement of the CO of the activity from which the officer is being detached.

b. When a copy of the request is received, the CO of the activity to which the member is being ordered will forward it with an endorsement to NAVPERSCOM (applicable detailer). NAVPERSCOM cannot always wait for receipt of the endorsement before taking action on the original request, but normally will try to withhold action pending receipt.

c. Requests for modification of orders, which involve earlier detachment from the old duty station, but do not involve later reporting to the new duty station, need to be sent through the new CO.

d. NAVPERSCOM considers it desirable for members to take leave during the time of a change of duty, where needs of the service permit. COs should be so guided in making forwarding recommendations.

e. In the event circumstances preclude a member from obtaining prior approval, a formal written request via the member's CO is required. It should state the dates, locations, and specific circumstances involved in the deviation from orders and include the reason(s), which prevented the member from obtaining prior approval. If the request involves the expenditure of funds, a statement as to the additional cost incurred is required and copies of paid receipts should be included.

(1) If approval is determined to be in the best interest of the government, the detailee/placement officer will submit the request to NAVPERSCOM, Business Operations Program, Budget Execution - Career Management Section (PERS-324) recommending approval and requesting that an approval of action letter be issued to the member via the CO. NAVPERSCOM, Distribution Management and Procedures Branch (PERS-451H) will generate the letter, which may contain accounting data provided by the detailee/placement officer.

(2) A request **not** in the best interest of the government or of doubtful validity will be returned to the member recommending it be processed as a doubtful claim per references (a) and (b). If a petition for relief is appropriate, the member should forward a letter to the Board for Correction of Naval Records (BCNR).

3. **Processing Order Modifications or Cancellations.** Before an order modification or cancellation can be processed, the status of the member will first be determined.

a. If members have not been detached from their current permanent duty station (PDS), or have already commenced travel from the place entered on active duty under basic orders or subsequent modifications, the orders may be either

(1) **modified**, using the appropriate order format for the type of order the modification directs. An opening statement may be added to the order modification.

(2) **canceled**, all cancellations must refer to the basic orders and every modification thereto in the opening statement (e.g., "Orders and all modifications thereto are cancelled. Continue present duty."). New appointments and reporting to active duty do not require the "Continue present duty" statement.

b. If the member has been detached from permanent duty or has commenced travel under basic orders or subsequent modifications, the orders can only be modified.